

INTERACT

March/April 2003

www.wa.gov/icsew



Take Our Daughters and Sons to Work Day April 24

The Interagency Committee for State Employed Women (ICSEW) joins the Ms. Foundation in Launching Take Our Daughters and Sons to Work Day - A New Generation at Work - April 24, 2003.

To initiate a national discussion about the competing challenges of work and family and the inequalities that women and men face in the workplace, the Ms. Foundation for women, creator of Take Our Daughters to Work Day is announcing the launch of Take Our Daughters and Sons to Work Day.

Marie C. Wilson, president of the Ms. Foundation for Women stated, "We are making this change because revolution demands evolution. We will launch Take Our Daughters and Sons to Work Day so that girls and boys can work together to bring a more equitable world - at home, at

school and in the workplace."

For girls to be able to reach their full potential, whether it is in the home, workplace, or community, boys must also be encouraged to reach their potential by participating fully in family, work and community. Take Our Daughters & Sons to Work hopes to reach "A New Generation at Work".

In Washington State, the ICSEW will be sponsoring a career fair for the 9 to 18 year old daughters and sons of all state employees. The fair will be held April 24, 2003, at the Washington State Department of Transportation at 310 Maple Park Avenue SE, in Olympia, Washington from 9 to 11:30 am. Please see the flyer in this issue of the InterACT. Registration will be available on line at the ICSEW website www.wa.gov/icsew from April 1 - 14.

Mark your calendars for upcoming ICSEW sponsored training

Monday, March 17, 2003 - ICSEW, in conjunction with the downtown YMCA, is offering "Basic Self Defense" and "Intermediate Self Defense." The Basic class will begin at 8:30 a.m. and end at 12 noon. The Intermediate class starts at 1:30 p.m. and ends at 5 p.m. ICSEW is excited to open this training up to "Y" members, state employees and also reach out to the general public. An "Advanced Self Defense" training class will be offered at a later date and individuals wishing to take this class should take the Beginning and Intermediate classes prior to taking this class.

In the past the self defense training

encompassed parts of each type of training (Basic, Intermediate and Advanced). These trainings will now be separate and different. Additional class information on training will be on the upcoming recruitment flyers so that individuals can determine which training will best meet their needs.

Mimi Welch, Women in Transition Instructor, will be offering different types of training soon, including "A Package You/They Can't Refuse" and "Transitioning to Leaders." Dates to be determined.

Be sure to watch for additional training on the ICSEW Website at www.wa.gov/ICSEW

What is ICSEW?

By Lonnie Peterson

The Washington State Governor's Interagency Committee of State Employed Women (ICSEW) was founded by Governor Dan Evans in October, 1970. The purpose of the committee was to "...determine what actions should be taken to ensure full equality for women in state government and under laws administered by state governments." The ICSEW is comprised of representatives from state agencies and institutions of higher education. Representatives are nominated by agency directors and/or heads of colleges and universities, and are appointed by the Governor. The ICSEW meets bimonthly and is governed by an executive board. Bimonthly meetings focus on state management of policies, procedures, regulations, and legislation requisite to improv-

ing employment conditions and career opportunities for women, especially in the areas of education, training, and career development.

Members of the ICSEW are responsible for attending a minimum of four required meetings per year. They must maintain communications between the ICSEW, the agency director, and co-workers by posting/distributing the InterACT newsletter and any other pertinent materials gathered at meetings. They must also represent the opinions of their agency to the ICSEW and actively serve on a committee. The standing committees for 2002-2003 are: Budget, Communications, Conference,

What is ICSEW?
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Take Our Daughters and Sons to Work Day

April 24, 2003

Check in starts at 8:30

Event from 9 a.m. to 11:30 a.m.

At the Transportation Building
310 Maple Park Avenue SE
Olympia, Washington

Children must be accompanied by an adult!

Preregistration required. Register from April 1st - 14th
at www.wa.gov/icsew.

Questions? E-mail: TODSTWD@wsdot.wa.gov



Sponsored by:

2003 ICSEW LIFTING MIND, BODY AND SPIRIT FAIR MARCH 13



On March 13, 2003, the Department of Labor and Industries ICSEW Chapter will celebrate the 34th Anniversary of the Governor's Interagency Committee of State Employed Women. All state employees (women and men!) are invited to participate and/or attend. Our celebration is from 10:00 a.m. until 3:00 p.m. at the following location:

Department of Labor and Industries
7273 Linderson Way SW
Tumwater, Washington

The theme of our celebration is Lifting Mind, Body, & Spirit. We will have resources and information available to the women of our State in the following areas:

- Health and Wellness
- Volunteer Opportunities
- Motivational ideas and techniques
- Job Search Coaching and Networking
- And many other resources for women.

We will have a keynote speaker, Mary Doherty, Dean of Mount Hood Community College at 11:30, "Life is Nuts! Values based planning for personal

and professional lives". We will also offer a special resource room for job search coaching and "hands on assistance" beginning at 12:00 noon. Please bring a copy of your resume and/or job application, and any questions you have regarding the job search process. We will also offer demonstrations on a variety of interesting topics.

While admission is free, we do welcome your donations of non-perishable food items and personal products for the Other Bank AND March is Toilet Paper Month at the Other Bank so your donations will be greatly appreciated. Our Fair is funded through the proceeds of the silent auction. If you have items of interest to contribute, this too would be greatly appreciated.

Although the focus of this event is about women's issues, it is open to everyone. If you need further information, please contact Pat Delaney @ 360-902-6793.



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QUESTIONS AND ANSWERS ON PAY EQUITY

WHAT IS PAY EQUITY?

Pay Equity is a means of eliminating sex and race discrimination in the wage-setting system. Many women and people of color are still segregated into a small number of jobs such as clerical, service workers, nurses and teachers. These jobs have historically been undervalued and continue to be underpaid to a large extent because of the gender and race of the people who hold them. Pay equity means that the criteria employers use to set wages must be sex - and race-neutral.

WHAT IS THE LEGAL STATUS OF PAY EQUITY?

Two laws protect workers against wage discrimination. The Equal Pay Act of 1963 prohibits unequal pay for equal or "substantially equal" work performed by men and women. Title VII of the Civil Rights Act of 1964 prohibits wage discrimination on the basis of race, color, sex, religion or national origin. In 1981, the Supreme Court made it clear that Title VII is broader than the Equal Pay Act, and prohibits wage discrimination even when the jobs are not identical. However, wage discrimination laws are poorly enforced and cases are extremely difficult to prove and win. Stronger legislation is needed to ease the burden of filing claims and clarify the right to pay equity.

WHY IS THERE A WAGE GAP?

The wage gap exists, in part, because many women and people of color are still segregated into a few low-paying occupations. More than half of all women workers hold sales, clerical and service jobs. Studies show that the more an occupation is dominated by women or people of color, the less it pays. Part of the wage gap results from differences in education, experience or time in the workforce. But a significant portion cannot be explained by any of those factors; it is attributable to discrimination. In other words, certain jobs pay less because they are held by women and people of color.

WHO REALLY NEEDS PAY EQUITY?

Women, people of color, and white men who work in jobs that have been undervalued due to race or sex bias need pay equity. Many of these workers are the sole support for their families. In addition, it is estimated that 70 percent of women with children under 18 work outside the home. (Up from 44.9 percent twenty years ago.)

Discriminatory pay has consequences as people age and across generations. Everyone in society is harmed by wage discrimination. Therefore, everyone needs pay equity.

DOESN'T PAY EQUITY COST EMPLOYERS TOO MUCH?

In Minnesota, where pay equity legislation meant raises for 30,000 state employees, the cost was only 3.7 percent of the state's payroll budget over a four-year period--less than one percent of the budget each year. In Washington State, pay equity was achieved at a cost of 2.6 percent of the state's personnel costs and was implemented over an eight-year period. Voluntary implementation of pay equity is cost effective, while court-ordered pay equity adjustments can lead to greater costs. Discrimination is costly and illegal.

WILL IMPLEMENTING PAY EQUITY DISRUPT THE ECONOMY?

No. The Equal Pay Act, minimum wage, and child labor laws all provoked the same concerns and all were implemented without major disruption. What disrupts the economy and penalizes families is the systematic underpayment of some people because of their sex or race. When wages for women and people of color are raised, their purchasing power will increase, strengthening the economy. One survey found that a growing number of businesses support the elimination of wage discrimination between different jobs as "good business" and that pay equity is consistent with remaining competitive.

WHAT IS THE STATUS OF EFFORTS TO ACHIEVE PAY EQUITY?

Pay equity is a growing national movement building on the progress made in the 1980s, when twenty states made some adjustments of payrolls to correct for sex or race bias. (Seven of these states successfully completed full implementation of a pay equity plan. Twenty-four states including Washington, DC conducted studies to determine if sex was a wage determinant. Four states examined their compensation systems to correct race bias, as well.)

In the last 2-3 years, bills have been introduced in over 25 legislatures. On the federal level, the Fair Pay Act has been introduced in the U.S. House of Representatives by Delegate Eleanor Holmes-Norton, and in the U.S. Senate by Senator Tom Harkin. The Fair Pay Act would expand the Equal Pay Act's protections against wage discrimination to workers in equivalent jobs with similar skills and responsibilities, even if the jobs are not identical. In addition, the Paycheck Fairness Act has been introduced in the U.S. Senate by Senator Tom Daschle and in the U.S. House by Representative Rosa DeLauro. The Paycheck Fairness Act would amend the Equal Pay Act and the Civil Rights Act of 1964 to provide more effective remedies to workers who are not being paid equal wages for doing equal work.

For additional information
http://www.feminist.com/fairpay/f_education.htm

HOW LARGE IS THE WAGE GAP?

2000 Median Annual Earnings of Year-Round, Full-Time Workers

All Men	\$37,339(100%)	All Women	\$27,355(73%)
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Men		Women	
White	\$38,869	White	\$28,080
Black	\$30,409	Black	\$25,117
Asian & Pacific		Asian & Pacific	
Islander	\$40,946*	Islander	\$31,156*
Hispanic	\$24,638	Hispanic	\$20,527

* Due to the small size of the survey sample, these data may not be representative.

Source: U.S. Census Bureau, Current Population Reports, Series P-60

Did You Know?

ICSEW is a self-funding organization that does not receive financial support from the State of Washington? ICSEW's operating revenue comes exclusively from the proceeds of the Bi-Annual conferences held each year. ICSEW also provides various training opportunities for its membership and the revenue from these trainings is also used to support organizational activities. ICSEW is authorized to receive gifts, grants, or endowments from the public or from private sources.

A COMPETITIVE STATE CIVIL SERVICE SYSTEM, COLLECTIVE BARGAINING AND CONTRACTING OUT

GOVERNOR LOCKE HAS CONTINUALLY CALLED on state employees to "show greater respect for every hard-earned tax dollar" and provide better service to Washington's citizens. State agencies and their employees have taken that message to heart. By empowering their employees to make decisions, and holding them accountable for results, state agencies have demonstrated real progress in everything from simplifying state regulations, continuing quality service delivery, and helping people move from welfare to work.

To fully achieve his vision of a high-performance government, in 2002 Governor Locke won legislative approval to make the state's civil service, contracting, and bargaining laws less cumbersome and more responsive to the needs of today's employees and agency management. The legislation signed by the Governor includes:

- Streamlining the state's cumbersome job classification system to reduce complexity, improve efficiency, and enhance job mobility and career-advancement opportunities.

- Authorizing agencies and post-secondary education institutions to contract for services with businesses and nonprofit organizations, but allow employee groups to compete for contracts.

- Expanding collective bargaining for classified civil service employees to include wages, hours, and terms and conditions of employment.

STREAMLINING THE CIVIL SERVICE SYSTEM

The state's civil service system has not been responsive to modern management and human-resource needs. Problems are especially acute in the civil service classification system that recognizes more than 2,700 state job classes. The current system is complex and costly, imposing unnecessary restrictions on the ability of agencies to design jobs that meet their own needs or those of their employees. Streamlining the system will give

agencies more flexibility to match people to jobs, and allows employees greater job mobility and career advancement.

The provisions signed by the Governor to reform the civil service system will:

- Simplify the job classification system. After a review of all positions in classified service, the Washington Personnel Resources Board (WPRB) will adopt rules creating a new system that improves service delivery, reduces the number of job classifications, and improves job opportunities.

- Eliminate seniority requirements in layoffs and the "rule of 7" certification requirement, which currently limits the number of names to be considered for vacancies to seven. These items will be negotiable in bargaining contracts. Personnel rule-making and salary-setting for exempt appointments will be transferred from the WPRB to the Director of Personnel.

COLLECTIVE BARGAINING FOR WAGES AND BENEFITS

At least 22 states currently provide for collective bargaining by state employees over wages and terms and conditions of employment. In Washington, agreements have been negotiated on an agency-by-agency basis, resulting in inconsistent employment standards in more than 100 separate contracts. Since bargaining cannot include critical wage-and-benefits issues and work rules, discretionary management rights inappropriately end up on the bargaining table. A unified collective bargaining system for wages and benefits will focus negotiations on critical employee issues, simplify the bargaining process, and reduce the number and complexity of contracts. Provisions signed by Governor Locke will:

- Consolidate bargaining under the Governor for better coordination, visibility, and public accountability. Post-secondary education institutions will continue to bargain separately, but can elect to have the Governor negotiate on their behalf.

The Governor will negotiate a master agreement with bargaining representatives to cover multiple bargaining units across agency lines.

- Prohibit bargaining on management decisions and stipulate that the state is not required to bargain over health and retirement benefits and certain personnel rules.

- Use the services and expertise of the existing Public Employment Relations Commission (PERC) to administer the collective bargaining process.

- Require the Governor to submit to the Legislature a request for funds to implement the agreements. The Legislature can approve or reject the request as a whole. Impasse procedures involve mediation by PERC and fact finding, but not binding arbitration.

MORE FLEXIBILITY TO CONTRACT FOR SERVICES

Prior to March 2002, the law has barred agencies and institutions from contracting for services tradi-

tionally performed by civil service employees. This frustrated efforts to explore better ways of doing business.

- Contracting services and bargaining with employee groups will allow the state to use competitive contracting, which enables employee groups to compete for contracts along with private interests. Changes signed by the Governor will:

- Allow contracting for services that traditionally have been done by classified employees if savings or efficiency improvements can be realized. Contracting can be done with individuals, businesses, nonprofit organizations, employee business units, or other entities.

- Require agencies and institutions to work with employee organizations when they contract out for services, consider their alternatives, and accept their bids before final decisions are made.

STATES WITH COLLECTIVE BARGAINING LAWS ON ECONOMIC ISSUES FOR STATE EMPLOYEES



Office of Financial Management
December 2001

Professional growth requires initiative

5 ways to enhance your career

To stay current in your job and work to your full potential, you must invest in your professional growth each day. That means acquiring the right skills and knowledge.

Alberta Esposito, and administrative assistant at The McGraw-Hill Companies, New York City, shares five ways to make a sound investment:

1. **Strengthen your communication skills.** Speak and write with confidence, finesse and professionalism.

2. **Build your financial skills.** "Non-financial managers tend to be afraid of finance. Imagine how valuable an assistant who knows finance

can be," Esposito says.

3. **Be on top of current events.** Read the newspaper every day; pursue business magazines; ask your boss why they're reading a certain business book; and skim the reviews.

4. **Convey confidence in network-ing situation.** "At business receptions, assistants often clump together. They don't mingle," Esposito observes. She says keeping pace with current events can improve your social skills.

5. **Have a love of learning.** Commit to lifelong learning, whether it's learning new software or studying a second language.

GET PROGRAM NEW ENROLLMENT PASSES 2,000 MARK

OLYMPIA - The state's Guaranteed Education Tuition (GET) Program, Washington's 529 prepaid tuition program, passed the 2,000 mark in new enrollments on January 21. This number is approximately double the enrollment at the same time last year, indicating a continuing strong interest in families saving for the cost of future college tuition.

Enrollment at this year's unit price of \$52 will end on March 31, 2003.

"The enrollment deadline changed this year to March 31, so families who want to enroll should act now to make sure they don't miss the deadline," said Betty Lochner, director of the GET Program. "Enrollment will open again in September, at a new unit price. As tuition continues to rise, the GET Program offers Washington families an excellent way to save for future tuition costs that is guaranteed to keep pace with tuition increases."

The **Guaranteed Education Tuition (GET)** Program allows Washington families to purchase college tuition units in advance for use up to 18 years in the future. The Program helps families save for college by permitting them to purchase tuition units today, at today's unit price, locking in the cost of college tuition.

Enrolling is easy. **For complete information, families can call 1-877-GET-TUIT (877-438-8848), or visit the Web**

site: www.get.wa.gov. Those enrolled in the GET Program by March 31 can continue to purchase units throughout the year on a lump sum basis. The unit price for those already enrolled in the Program is expected to change on May 1.

GET accounts are 100 percent guaranteed by the state, offering security in families' college-savings accounts, and all growth in the accounts is tax-exempt when used for eligible education expenses. Students may use GET account proceeds at any accredited college, university, technical or trade school in the country. If the student attends a private college or out-of-state school, he/she is simply responsible for the difference between the GET account value and the school's costs. The GET Program is open only to residents of Washington State. Any age student may be enrolled.

Families can purchase as little as one unit, or up to 500 units per beneficiary. Purchases can be made in a lump sum or through a custom monthly payment plan set up according to the family's needs. Enrollment forms are available by calling **1-877-GET-TUIT (1-877-438-8848), or online at www.get.wa.gov.** Businesses may help their employees through payroll deduction plans or by establishing scholarships using GET units.

The GET Program is administered by the Higher Education Coordinating Board of Washington State.

From a New Member

I've wanted to participate in ICSEW for a long time, but wasn't sure what to expect at my first meeting. What I found was a room full of women who had done a lot of work reviewing a recent survey and were now ready to try and put the results into action. After the opening formalities of the meeting, we broke into smaller committees to discuss ideas that would be later presented to the group as a whole. The afternoon was spent working on business plans.

By the end of the day I was exhausted, but exhilarated - what a dynamic group of women! They are from different agencies, hold different types of positions and bring their own unique perspective. Yet, they all seemed to have one common goal and that's to continue to take ICSEW into the future by meeting the needs of women today.

Everyone seemed to be in agreement that, as that often-quoted ad used to say, "You've come a long way, baby." But from what I heard in the smaller break out committees, we've also still got a long way to go. Some committees have progressed further than others and we need to support and help the women who need assistance.

There was also discussion about supporting women who have opportunities to promote and being happy for their successes. I would say that these women aspire to that. One new activity that is being tackled is a mentoring program. It caused quite a bit of excitement and it will be interesting to see how it progresses.

I plan to attend all the meetings, work on committees where requested, and volunteer where I think I can be of most value. I know it's a lot of work and I'll be spending some extra time beyond my workday the more I get involved, but to me it's worth it. I'm thrilled to have this opportunity.

ERGONOMIC SAFETY TIPS

1. Take frequent rest pauses when using the mouse or keyboard. Performing the same or similar motions repeatedly can result in trauma to the joints and surrounding tissues. Without time for rest and recovery, repetition can lead to injury.

2. Avoid resting on sharp edges such as your wrists or arm against the sharp edge of your keyboard tray. A hard or sharp surface or object pressing into the soft tissues - tendons, nerves, and blood vessels - can cause damage that over time can result in serious injury.

3. Change positions and move frequently while sitting. Lack of movement reduces circulation and causes muscle tension, which can contribute to or aggravate an injury.

4. Organize your work area so that items used frequently are in easy reach. Reaching puts your body in an awkward position and stretches your muscles beyond their normal limits, making them vulnerable to pulls and strains.

5. Avoid awkward postures such as reaching forward to use the mouse, hunching one shoulder to cradle the phone and looking down at papers laying flat on the desk.

6. Practice neutral posture while seated. The following are the important components of neutral posture while seated:

- Keep your head level or tilted slightly downward. Place your work in front of you so that you are looking straight ahead.

- Sit with your shoulders relaxed, not elevated, hunched or rotated forward.

- Keep your elbows close to your sides and bent at about a 90 degree angle, not extended out in front of your body.

- Use the chair's backrest to support your lower back, or lumbar curve.

- Sit with your entire upper body upright or leaning slightly back.

- Keep your wrists straight while you work, not bent up, down or to the side.

- Sit with your knees at the same level or slightly below the level of your

hips. There should be no pressure points along the backs of your thighs or at the backs of your knees.

- Place your feet slightly out in front of your knees and make sure they are comfortably supported, either by the floor or by a footrest.

7. To avoid eyestrain make sure the lighting is not too dim or too bright. Excessively bright fluorescent lighting can cause eyestrain especially when it creates glare on computer monitors.

8. Light levels for computer use should be lower than those for reading from paper documents. The difference is due to the fact that computer monitors give off their own light, while paper depends on reflected light to be legible. In order to prevent eyestrain at the computer, it is important that the surrounding, or ambient, light levels are similar to the amount of light emitted by the monitor.

9. To avoid eyestrain at the computer, place the monitor at least 18" from your eyes, but close enough so that you can easily read the text without squinting or leaning forward. Adjust the height of the monitor so that the top of the screen is about 10 to 20 degrees below your horizontal line of sight, and tilt it up about 10 to 20 degrees so that the screen remains perpendicular to your gaze. If you wear bifocals, trifocals or progressive, lenses you may have to locate the monitor even lower to keep your head level.

10. To avoid dry and itchy eyes, try not to stare at your computer monitor. Instead try to blink more often. Apparently, when we are looking at these monitors we have a tendency to stare, which reduces normal blinking.

Adapted from Office Ergonomics - Practical solutions for a safer workplace, WISHA Services Division, Washington State Department of Labor and Industries, by Linda Borla of the Attorney General's Office

What is ICSEW? Cont'd from Page 9

Education, Health Care/Wellness, Membership, Promotional and Career Opportunities, Family Care and Take Our Daughter and Sons to work Day.

Supervisors and agency directors of members of the ICSEW also have respon-

sibilities. Agency directors are responsible for nominating employees to serve as members and notify the Governor's office if a vacancy occurs. Supervisors are responsible for providing sufficient resources and time during work hours for participation in ICSEW activities.

For more information about ICSEW, visit their website at www.wa.gov/icsew. Future articles about upcoming ICSEW events will be posted in this publication.

ICSEW Statewide Biennial Training Conference will be held in Ocean Shores May 17, 18, and 19 in 2004.

There will be no 2003 conference.

InterACT is published by the Communications Committee of the Interagency Committee of State Employed Women (ICSEW). Photocopying, distributing and posting of this publication is strongly encouraged. This publication is available in alternate formats. All persons interested in submitting articles or ideas for this publication should contact their agency's ICSEW representative or:

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